

[Date]

[Patient Name]

[Patient Address]

[City, State, Zip Code]

Re: Missed Specialist Appointment

Dear [Patient Name],

We are writing to inform you that we received notification from [Specialist Name/Office] that you were unable to attend your scheduled consultation on [Appointment Date].

This referral was initiated for [Reason for Referral/Medical Condition]. Attending this appointment is an important step in your healthcare plan to ensure you receive the necessary specialized evaluation and treatment.

If you still wish to be seen by the specialist, please contact their office directly at [Specialist Phone Number] to reschedule. If you no longer feel this appointment is necessary, or if you have already seen a different specialist, please contact our office so we can update your medical records.

If you are experiencing any barriers to attending your appointments, such as transportation or scheduling conflicts, please let us know so we can assist you.

Sincerely,

[Provider Name/Signature]

[Clinic/Practice Name]

[Phone Number]